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 **CIVMAR Evaluation 101 - MASTER (D)** Print Form

Status: Draft

CIVMAR
Last Name: Doe First Name: John MI: M

Ship: APACHE Last Four SSN: 0000 Evaluation Period: March, 2009

Reason for Evaluation: ☐ Detachment ☐ Periodic ☐ Special


Ship Employment: View/Edit See page 3. Collate: See page 4.

Technical: Exceptional Outstanding Excellent Satisfactory Rating Help

Today: 5/18/2009

Note: Notice the “0” after the evaluation period fields changes to the number of days covered by the evaluation once dates are applied.

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Status: Draft

CIVMAR
Last Name: Doe First Name: John MI: M

Ship: APACHE Last Four SSN: 0000 Evaluation Period: 03/16/2009 thru 05/18/2009 63

c. **Saving the Evaluation:** At this point you must save the draft evaluation. It is important to name CIVMAR evaluation files properly. The first reason is to prevent conflicts of filenames; where two files show up with the same name and one overwrites the other. The second reason is to allow for locating and retrieving the original file quickly and easily, if necessary.

- The file will be saved in your **My Documents\My Map Evals** folder, created in Step 1, above.
- You must assign a name to the newly created evaluation using the format below:

Naming convention: Last name+First initial, underscore, Last 4 of SSN, underscore, yyyyymmdd of end date.

An evaluation on Jay Jones, SSN 333-00-6709, ending on 01 May 2009 would be named:

JONESJ_6709_20090501

Note: Once saved, the evaluation can be opened, edited and saved by the Evaluator as many times as necessary until the document is digitally signed. Digital signature locks the document from editing.